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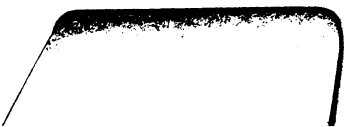
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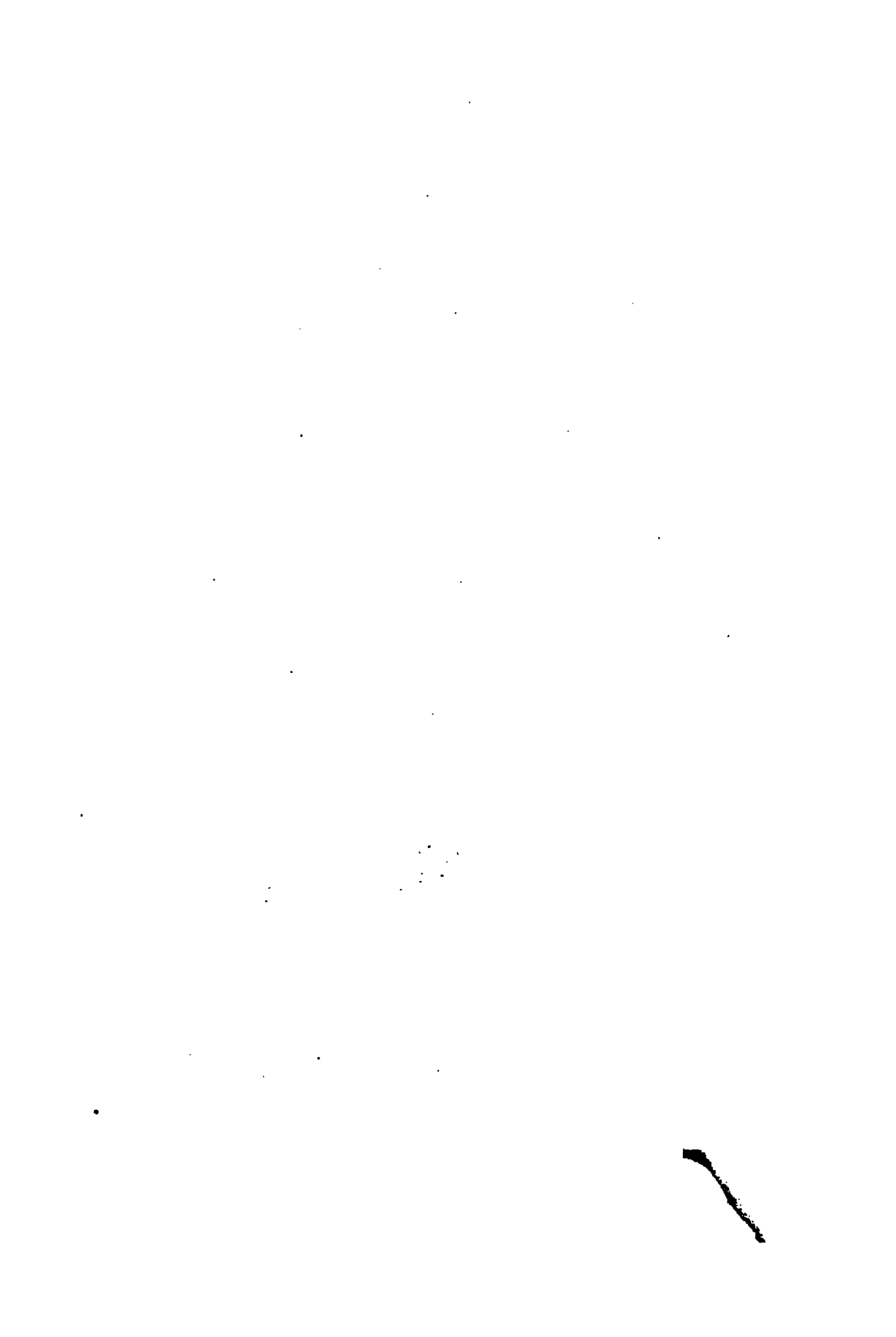
Revised
**UNIV. OF MICH.
JUN 1 1909**

Mich. Dept. of public instruction
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**School Officers
of
Michigan**

**Bulletin No. 13,
1908.**

**By the State
Superintendent
of
Public**



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no. 13

STATE OF MICHIGAN,
DEPARTMENT OF PUBLIC INSTRUCTION,
LANSING, May 1, 1908.

To School Officers:

This pamphlet is prepared as a guide to school officers in performing their duties according to law. The laws are published by the Secretary of State and may be procured from him. As the State Superintendent of Public Instruction is given authority by Act No. 72 of 1905 to see that the school laws are observed, and that school funds are properly used, I take this means of communicating some of the most important provisions of the law relating to voters and school officers, in order that we may all act intelligently and promptly.

The forms and methods of procedure here given conform to the statute, and each school board should be careful in purchasing records, blanks, and forms to see that such blanks accord with the forms given herein.

Each board has authority to have such blanks printed as are necessary.

Respectfully submitted,

L. L. Knight

Superintendent of Public Instruction.



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DISTRICT BOARD MEETINGS.

All business which the board is authorized or required to do must be done at a board meeting which has been lawfully called. Section 4671.

At a board meeting the moderator is chairman, the director is clerk, and the following is a sample form of the record of a board meeting:

....., MICH.,190..
Meeting of the school board of district No., township of,
pursuant to written notice given on the day of
Present:, moderator,,
director, and, treasurer.

"On motion of Mr., it was voted to hire Mary Jones as teacher for the ensuing school year of nine months at forty dollars a month."

"On motion of Mr., it was voted to advertise for bids for fuel for the ensuing year."

"On motion, it was voted to employ Richard Roe as janitor for the ensuing year at one dollar per week."

Signed
Director.

This is just a sample of business that might be done at a board meeting and of the form of the record. The essentials are that the meeting shall be properly called and that the opening of the record shall state who was present, and following that each item of business must appear as it was done by the board.

NOTE: The law requires that twenty-four hours written notice shall be given of a board meeting but if all members of the board actually meet and do business for the district and make proper record of the same, such business will stand as legal. If a meeting is regularly called by written notice a majority of the board present may do business, but if the board meets without written notice all members must be present or it will be illegal. In the opening of the record of the meeting if written notice was not given the record would simply state "Board meeting called at such and such a place. All members present as follows:" Then give names. After that, proceed to record the business as above stated.

REGULAR BOARD MEETING BEFORE ANNUAL MEETING.

The board should have a meeting a few days before the annual meeting of the district, say about the first of July, and at this meeting all members should be present with all records, vouchers, orders, etc. for the year.

the board should proceed to audit the records and make their annual report. After that is done they should proceed to estimate and vote taxes as stated below.

1. At this board meeting the director and moderator should check over the books of the treasurer and see that the records have been properly kept and all moneys are properly accounted for.

2. The treasurer and moderator should check over the books of the director and see that he has kept all his records and accounts correctly and that the records of director and treasurer agree as to the finances. The board should then proceed to make out the annual report to the board of school inspectors, and Superintendent of Public Instruction and this report, or a copy of it, should be read to the people at the annual meeting.

3. The board will then estimate the amount of money to be raised by tax for the ensuing year: (a) for buildings, sites, and repairs; (b) for general fund; and these estimates will be reported to the people at the annual meeting, to be voted by them as a tax.

4. The board will then proceed to estimate the amount of money that will need to be raised by tax for teachers' wages and for incidental expenses and vote these amounts and report said amounts to the township clerk direct on or before the first Monday of August.

The foregoing business having been done at this board meeting the board is then ready for the business of the annual meeting.

NOTE: "Incidental expenses" covers apparatus to be purchased by the director under section 4686, janitor's services, record book for officers, minor repairs, fuel, flag, water supply, and free text books.

THE ANNUAL SCHOOL MEETING AND HOW TO CONDUCT IT.

The regular order of business in any school meeting is as follows:

(a) Call to order at the hour specified in the notice of the annual meeting, moderator or president of the board in the chair, director or secretary as clerk of the meeting.

(b) Reading of the minutes of the last annual meeting, also of any special meetings held during the year.

(c) Reading report of the director for the past year, prepared as stated in board meeting above.

(d) Report of the treasurer for the past year.

(e) Reports of any committees such as building committee, etc.

(f) Special report of the board read by the director giving the amount of money which has been estimated and voted as a tax by the board under the provisions of section 4674 of the School Laws for teachers' wages, incidental expenses and deficiencies, if any.

(g) Special report of the board giving the estimate made by the board of the amount of money to be raised by tax for buildings, sites and repairs and for general fund.

NOTE: As stated under the head of board meeting, the board must vote the taxes, if any, for teachers' wages and all incidental expenses and such taxes are reported direct to the assessing officers. The people vote the taxes for buildings, sites and repairs and for the general fund.

(h) Fixing length of school year. In this order the people by vote will fix the length of the school year. On this question both taxpayers and parents or guardians of children included in the school census may vote.

(i) Disposition of surplus funds. Under the provisions of section 4676 the school board must use all school moneys for the purpose for which the law specifies their use or for the purposes for which the people voted them, and if at the end of the school year any sum remains unused in any specific fund other than the primary school interest fund the people may by a two-thirds vote of the taxpayers of the district direct the board to transfer such surplus to other funds.

(j) Voting of taxes:—

1. Under the estimate mentioned above the people may in this order vote taxes for buildings, sites and repairs, if needed. They will also vote on the estimate for the general fund. The general fund includes the items of apparatus, library, debts of the district, transportation of pupils, services of district officers where the school census is over fifty, and for indemnity bonds for the treasurer.

2. A tax may be voted to pay the transportation and tuition of eighth grade graduates to high schools designated by the board. See Act 190 of 1903.

NOTE: (a) In districts having a school census of over fifty children the officers receive no compensation unless the people vote it each year at the annual meeting as a part of the general fund.

Note: (b) In voting money for the foregoing purposes the amount necessary for each item should be voted separately and not all together in a lump sum.

(k) If the question of bonding the school district is to be submitted at the annual meeting it should be voted upon at this time.

(l) If the question of fixing or changing a school site is to be presented, it is proper in this order.

(m) If the district desires to establish a library, it should be voted upon at this time, under the provisions of section 4757.

(n) The question of whether the district shall purchase and provide free text-books may be submitted in this order and if funds are to be raised they should be voted immediately following a vote to purchase free text-books.

(o) If the district does not desire that the schoolhouse shall be opened for public meetings, they may in this order so vote.

(p) Any other business that may lawfully come before the meeting under the head of miscellaneous business may be presented at this time.

(q) Election of officers for the ensuing year.

(r) Adjournment.

Note:—It will be noticed that the question of purchasing fuel cannot legally be submitted to the people. The district board estimates and votes the amount of money for this purpose and has authority to secure the fuel either by bid or contract.

IMPORTANT LAW POINTS.

CHALLENGING VOTERS.

(a) Under the statute, only two classes of persons may vote in a school meeting. First, on questions not involving the raising of money; citizens of the United States, male or female, twenty-one years of age, who have resided in the district at least three months and are the parents or guardians of children included in the school census of the district. Second, citizens of the United States, male or female, twenty-one years of age, who have resided in the district as aforesaid and who have property assessed for school taxes in the district may vote on any and all questions.

(b) If any legal voter in a school district meeting observes any other person offering to vote whom he does not consider, or whom he knows, is not legally qualified, he may address the chair and say, "I challenge the vote of So and So," upon which the chairman shall declare to said person the qualifications of a voter and if the person challenged shall then state that he is qualified and the challenge is not withdrawn the chairman shall submit to him an oath found in section 4663 and if the party challenged takes this oath he may then vote. If he refuses to take the oath he shall not vote. In all cases the right to challenge a voter must be respected by the chair.

CONTENTS OF DIRECTOR'S REPORT TO THE DISTRICT.

Section 4677 prescribes the report which the director shall present.

(a) It must contain an itemized statement of all taxes assessed upon the property during the preceding year, the purposes for which such taxes were assessed, and the amount assessed for each particular purpose, also all moneys received from other sources than direct taxation. All these amounts must be itemized specifically.

(b) The report must contain a statement of the disbursements made by the district, itemized explicitly. There can be no "bunching" of items in this annual report and the report must be entered in the minutes of the meeting, and in all graded school districts said report must be published in some newspaper in the county.

Note:—It will be noted under the statute that the amount of voted tax must be reported in separate items "by purposes and amounts." The minutes of the annual meeting should contain the report of the director, also the report of the treasurer, and the financial statement of these reports must agree.

SCHOOL MEETINGS.

(a) Under Act 36 of 1905 the annual school meetings of all districts, except those organized under special charter which provides otherwise, must be held on the second Monday of July and the school year begins on that date. An annual meeting may be adjourned to any fixed date prior to the annual meeting of the board of school inspectors, which occurs on the first Monday of August.

- (b) Four items of business can be done at annual school meetings *only*:
 - (1) Fixing the length of the school year.
 - (2) The reports of the board and members thereof.
 - (3) Election of officers, except where two vacancies occur on the board and to fill these a special school meeting may be called.
 - (4) Voting a tax for tuition and transportation of eighth grade graduates.
- (c) District cannot vote less than five months school.
- (d) District cannot pay transportation or tuition outside of district except by Act 190 of 1903, which applies only to those pupils who have completed the eighth grade.
- (e) By Act 72 of 1905 the State Superintendent is authorized to require each district to maintain the required amount of school, also to require boards of education to observe the laws.

All other items of business mentioned in the foregoing statement may be done at a special school meeting if the notice of such meeting specifies the business to be presented. *The items mentioned above as necessary to be done at an annual meeting cannot be changed or revoked at a special meeting.* For instance, if the district at the annual meeting fixes the length of the year the vote cannot be changed at a special school meeting, and it should be noted also, that no district can fix the length of the school year at less than five months.

SCHOOL INSPECTORS.

- (a) Annual meeting on first Monday of August, Act 36, 1905. Must send reports to school commissioner within ten days.
- (b) Must meet within twenty days after spring election and organize the board.
- (c) Chairman must give bonds. Sec. 4693.
- (d) Have power to divide townships into school districts. Sec. 4646.
- (e) Township clerk must make map of township showing school districts. Sec. 4700.
- (f) Board may detach property, or attach it, to other districts. Sec. 4653 and 4654.
- (g) Board may divide or consolidate districts upon consent of a majority of resident taxpayers of each. Consent may be given by petition or by vote. Sec. 4654.
- (h) Board must examine list of legally qualified teachers before certifying director's reports to the Department, and notify Department of any cases where unqualified teachers were employed. Sec. 4695.
- (i) Board at annual meeting cannot correct director's report or census, but must call in the director to do so.
- (j) Ten days notice of meeting of inspectors to alter boundaries of a district must be given. This is jurisdictional and necessary. Sec. 4653.

SCHOOL BOARD—PRIMARY SCHOOL DISTRICTS.

Eligibility and Acceptance.

- (a) Any citizen of the United States, man or woman, twenty-one years of age, whose name appears upon the assessment roll of the township and district and who is the owner in his own right of the property so assessed may be elected or appointed to school office. Sec. 4669.
- (b) Each member of the board within ten days after his election or

appointment must file written acceptance, accompanied by affidavit setting forth the facts of Sec. 4670. See forms 16 and 17.

Powers and Duties.

(a) All business which the board is authorized or required to do must be done at a board meeting which has been lawfully called. Sec. 4671.

Note:—Director must keep record of all such meetings. Every action taken by the board must be recorded in order to be legal or binding.

(b) Must provide water supply for school and keep property in repair. Sec. 4679.

(c) Can open school house for *public* meetings only. Sec. 4679.

(d) Must specify studies to be pursued in the school—adopt course of study, and may include any studies thought proper. Sec. 4680.

(e) Must adopt text-books.

(f) May make rules for external management of school. Cannot interfere with the work of the teacher or the school room. Sec. 4682.

(g) May expel or suspend pupils. Sec. 4682.

(h) Must admit to school, children whose parents or guardians pay a school tax in the district. Sec. 4684.

(i) May admit other non-residents. Sec. 4684.

(j) Must fix rates of tuition.

(k) Must purchase proper record books for each officer. Sec. 4672.

(l) Must vote taxes for teacher's wages, incidentals, and deficiencies. Sec. 4674.

(m) Must report taxes and statistics to township clerk before first Monday in August. Sec. 4675.

(n) Must present annual report to annual school meeting. Sec. 4677.

(o) Must purchase U. S. flag and display same on school property.

(p) Must require bonds from all contractors.

(q) Must divide school year into terms.

Note:—All records of the district may be inspected by the taxpayers at any time.

Hiring Teachers.

(a) Board can hire only legally qualified teachers, that is those holding certificates. This applies to all grades and all kinds of instructors. Sec. 4678, 4812, and Sup. Ct. Dec.

(b) Certificates must be *seen* by the board, and must *cover the period of the contract*. Sup. Ct. Dec.

(c) There must be written contracts in all cases.

(d) Teachers must be hired by the *board* at a *board meeting*. Sup. Ct. Dec.

(e) All contracts for teaching are subject to legal holidays, and teachers are entitled to their pay for such days; also to their pay for time that school is closed on account of contagious diseases and teachers' institutes. Sec. 4678 and decisions.

(f) Boards must *know* under what authority a teacher assumes to act. Sup. Ct. Dec.

(g) Teachers may be hired at any time and for any reasonable period covered by their certificate. Sup. Ct. Dec.

DIRECTOR.

- (a) Acts as clerk of all meetings and must keep record of all district and board meetings. Sec. 4686.
- (b) Gives notice of all meetings.
- (c) Draws warrants upon township treasurer and orders upon district treasurer and presents them to moderator for countersigning.

Note:—All warrants and orders must be countersigned by the moderator.

- (d) Draws all contracts with teachers.
- (e) Purchases and provides necessary appendages.
- (f) Keeps record of all expenses for supplies. Sec. 4686. Moderator and treasurer audit such accounts and draw order for payment.
- (g) Makes report to board and to annual meetings.
- (h) Takes census.
- (i) Makes report to State Superintendent.
- (j) In drawing orders upon the treasurer he must *specify* the *fund* from which the money is to be taken.

MODERATOR.

- (a) The moderator is chairman of all district meetings and board meetings.
- (b) He is the official challenger and must see that no person votes unless he is legally qualified under the law to vote.
- (c) He must preserve order and may direct the arrest of any person who conducts himself in a disorderly manner.
- (d) He must countersign all legal orders presented to him by the director and warrants on the township treasurer presented to him by the director.
- (e) In a legal action against the treasurer the moderator will represent the district.

TREASURER.

- (a) Must file a new bond each year in double the amount of money on hand plus the amount of money to come into his hands during the year. See section 4691.
- (b) The bond may be either personal or surety and must be approved by the moderator and director and filed with the director.
- (c) Neither moderator nor director can legally be a bondsman for the treasurer.
- (d) He must pay all orders legally drawn and for lawful purposes.
- (e) If a treasurer pays out any money without a proper order he and his bondsmen become liable to the district for all sums so paid. See sections 4691 and 1199.
- (f) When presented by the director with a warrant on the township treasurer for school moneys the district treasurer will present said warrant to the township treasurer and draw the district money.

Note:—All moneys belonging to a fractional district must be drawn from the township treasury of the township in which the schoolhouse of said district stands. The township treasurer must secure from the other township treasurers all moneys belonging to school districts whose schoolhouses are in his township.

(g) The treasurer must keep a separate account with each of the following funds coming into his hands:

1. An account with buildings, sites and repairs.
2. Teachers' wages.
3. Library.
4. General fund.
5. Incidental fund.

(h) He may deposit school funds in banks in his name as treasurer of the district. Example: "John Doe, treasurer of school district No., township of"

(i) If the bank pays interest on deposited funds the treasurer must account for all such interest to the district. Section 1200.

(j) He must present an annual report to the board and to the district.

SCHOOL DISTRICT ACCOUNTS.

The treasurer of each district should keep separate accounts with each of the following funds, that is, the moneys must be accounted for under the following heads:

Building, Sites and Permanent Repairs—Teacher's Wages—Library—General—Incidental.

NOTE—(There are account books published which are easily adjusted to this form.)

Sources from which each fund is derived:

1. { Building and repairs. Taxes voted by the people. Sec. 4665. (43).
 { Sites. Taxes voted by the people. Sec. 4665. (43).
2. Teachers' wages. Primary school interest fund, one mill tax, voted tax. Sec. 4674 (52).

NOTE—This tax is voted by the board.

3. Library. Fine moneys received from the county treasurer and taxes voted by the people, Sections 4757 (135) and 4762 (140).
4. General fund. Interest on deposited funds, Sec. 1203 (238), dog tax (243), and taxes voted by the people, Sec. 4665, clause 7 (43). Delinquent taxes and tuition belong to this fund.
5. Incidental. Taxes voted by the board by Section 4674 (52), Sec. 4778 (156), and any surplus mill tax transferred to this fund.

TAXES VOTED BY THE PEOPLE.

The following is a statement of the taxes voted *by the people, not the board*, which constitute the *general fund*, and the items which may be purchased out of this fund:

1. Under clause 7 of Section 4665 (43) the people should vote stated sum for additional appendages, apparatus, library, debts, services of officers, transportation of pupils and indemnity bonds; the total of these sums together with the interest, dog tax and delinquent tax and tuition, if any, will constitute the general fund, which may be used as follows: To pay for out-houses, fences, care and grading of grounds, taking of census, books for indigent children, furniture, apparatus not mentioned in Section 4686 (64), transportation of pupils, officers' salaries in districts having more than fifty pupils, for bonds of the treasurer and for insurance. In paying for *any of these items* the director may draw an order on the general fund and

the treasurer will charge the amount to this fund. It should be noted that the people at the annual meeting, if they need *money for any of these items*, should vote specific taxes for *each* of the items mentioned in said clause 7, for if they fail to vote money for each of these purposes then there would be no money in the general fund with which to pay for such omitted item.

TAXES VOTED BY THE BOARD.

2. Under Section 4674 (52) the board is authorized to vote a tax for incidentals and this is construed to include all such items or articles as are essential to the maintenance of the school. A school may be conducted without a library, transportation of pupils, etc., but the essential items mentioned in Secs. 4672 (50), 4686 (64), 4679 (57), 4778 (156) are to be purchased by the director and paid for out of the incidental fund and are as follows: Record books and blanks for officers, janitor's services, certain maps, globe, dictionary, library case, reading chart, looking glass, comb, towel, water pail, cup, ash pail, poker, shovel, broom, dust pan, duster, wash basin, soap, chalk, erasers, as noted in said Section 4686, also minor repairs such as window glass, door knobs, locks, etc., and free text books. The board is also required to provide fuel, and a water supply (see Sec. 4679), and as this may mean the renting of a well or the putting down of a well, the pay for such water supply would come from the incidental fund. The director in drawing orders for any of these items will draw such orders on the incidental fund and the treasurer will pay for them out of that fund.

GRADED SCHOOL DISTRICTS.

(a) A graded school district is one having one hundred or more pupils and organized under the provisions of section 4746 of the School Laws as amended in 1907.

(b) Graded school districts have a board of education of five members and said board elects from its own number a president, a secretary and a treasurer.

(c) Members of the board must file with the secretary an acceptance, and an affidavit setting forth the facts of their eligibility. Section 4746.

(d) The board may fill vacancies in office but if three vacancies occur at the same time a special meeting of the district must be called to fill such vacancies.

(e) Members of the board of education in order to be eligible to hold the office must be residents of the district, citizens of the United States, have property assessed for school taxes in the district, and be the owners in their own right of such property.

(f) The treasurer of the board must file a bond either personal or surety with the secretary of the board and said bond must be in at least double the amount of money to come into his hands during his term of office.

(g) If a surety bond is given it must be at the expense of the district.

(h) Two or more districts having together more than one hundred children may by a two-thirds vote request the school inspectors of the township to consolidate the districts and form a graded district.

(i) Boundaries of graded districts cannot be changed without the consent of the board of education.

POWERS AND DUTIES OF THE BOARD.

(a) To determine the course of study and to cause children to be taught in such departments as the board may deem expedient.

(b) To establish a high school when directed by the vote of the people.

(c) Fix the rates of tuition.

(d) Audit the accounts of the secretary for incidentals.

(e) Estimate and vote taxes necessary for teachers' wages, fuel and incidental expenses.

(f) If the voters fail to vote a tax for officers' salaries the board may vote such tax as it deems suitable and report it with other taxes.

(g) In districts employing six or more teachers the board may employ a superintendent of schools who must be the holder of at least a state life certificate or a normal school diploma.

(h) May employ such legally qualified teachers for the several departments as are necessary and make written contracts with the same.

(i) May employ such "servants" as may be required. This includes janitors, truant officers, etc.

(j) May make general rules and regulations governing schools and servants.

FORMS FOR PROCEEDINGS UNDER THE SCHOOL LAWS.

FORM No. 1.

Notice by the clerk of the board of inspectors to a taxable inhabitant of a district of the time of its formation.

To A..... B.....:

SIR—The board of school inspectors of the township of..... have formed a school district in said township, to be known as district No..... and bounded as follows: [Here insert the description.]

The first meeting of said district will be held at....., on the... day of....., 19...., at o'clock, M. and you are instructed to notify every legal voter of said district of the same, at least five days previous to said meeting, either personally or by leaving a written notice at his place of residence. You will indorse on this notice a return, showing each notification, with the date or dates thereof, and deliver the same to the chairman of said meeting.

Dated this..... day of..... 19....

(Signed.)

C..... D.....,
Clerk of the Board of School Inspectors.

FORM No. 2.

Notice of first meeting—when made in writing to be left at the house of every legal voter.

To C..... D.....:

SIR—School district No.... of the township of..... having been formed by the board of school inspectors, you, as a legal voter in said district, are hereby notified that the first meeting thereof will be held at....., on the... day of....., 19...., at o'clock M.

Dated this..... day of..... 19....

(Signed.)

A..... B.....
[The person appointed to give notice.]

IMPORTANT LAW POINTS.

CHALLENGING VOTERS.

(a) Under the statute, only two classes of persons may vote in a school meeting. First, on questions not involving the raising of money; citizens of the United States, male or female, twenty-one years of age, who have resided in the district at least three months and are the parents or guardians of children included in the school census of the district. Second, citizens of the United States, male or female, twenty-one years of age, who have resided in the district as aforesaid and who have property assessed for school taxes in the district may vote on any and all questions.

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Section 4677 prescribes the report which the director shall present.

(a) It must contain an itemized statement of all taxes assessed upon the property during the preceding year, the purposes for which such taxes were assessed, and the amount assessed for each particular purpose, also all moneys received from other sources than direct taxation. All these amounts must be itemized specifically.

(b) The report must contain a statement of the disbursements made by the district, itemized explicitly. There can be no "bunching" of items in this annual report and the report must be entered in the minutes of the meeting, and in all graded school districts said report must be published in some newspaper in the county.

Note:—It will be noted under the statute that the amount of voted tax must be reported in separate items "by purposes and amounts." The minutes of the annual meeting should contain the report of the director, also the report of the treasurer, and the financial statement of these reports must agree.

SCHOOL MEETINGS.

(a) Under Act 36 of 1905 the annual school meetings of all districts, except those organized under special charter which provides otherwise, must be held on the second Monday of July and the school year begins on that date. An annual meeting may be adjourned to any fixed date prior to the annual meeting of the board of school inspectors, which occurs on the first Monday of August.

- (b) Four items of business can be done at annual school meetings *only*:
 - (1) Fixing the length of the school year.
 - (2) The reports of the board and members thereof.
 - (3) Election of officers, except where two vacancies occur on the board and to fill these a special school meeting may be called.
 - (4) Voting a tax for tuition and transportation of eighth grade graduates.
 - (c) District cannot vote less than five months school.
 - (d) District cannot pay transportation or tuition outside of district except by Act 190 of 1903, which applies only to those pupils who have completed the eighth grade.
 - (e) By Act 72 of 1905 the State Superintendent is authorized to require each district to maintain the required amount of school, also to require boards of education to observe the laws.
- All other items of business mentioned in the foregoing statement may be done at a special school meeting if the notice of such meeting specifies the business to be presented. *The items mentioned above as necessary to be done at an annual meeting cannot be changed or revoked at a special meeting.* For instance, if the district at the annual meeting fixes the length of the year the vote cannot be changed at a special school meeting, and it should be noted also, that no district can fix the length of the school year at less than five months.

SCHOOL INSPECTORS.

- (a) Annual meeting on first Monday of August, Act 36, 1905. Must send reports to school commissioner within ten days.
- (b) Must meet within twenty days after spring election and organize the board.
- (c) Chairman must give bonds. Sec. 4693.
- (d) Have power to divide townships into school districts. Sec. 4646.
- (e) Township clerk must make map of township showing school districts. Sec. 4700.
- (f) Board may detach property, or attach it, to other districts. Sec. 4653 and 4654.
- (g) Board may divide or consolidate districts upon consent of a majority of resident taxpayers of each. Consent may be given by petition or by vote. Sec. 4654.
- (h) Board must examine list of legally qualified teachers before certifying director's reports to the Department, and notify Department of any cases where unqualified teachers were employed. Sec. 4695.
- (i) Board at annual meeting cannot correct director's report or census, but must call in the director to do so.
- (j) Ten days notice of meeting of inspectors to alter boundaries of a district must be given. This is jurisdictional and necessary. Sec. 4653.

SCHOOL BOARD—PRIMARY SCHOOL DISTRICTS.

Eligibility and Acceptance.

- (a) Any citizen of the United States, man or woman, twenty-one years of age, whose name appears upon the assessment roll of the township and district and who is the owner in his own right of the property so assessed may be elected or appointed to school office. Sec. 4669.
- (b) Each member of the board within ten days after his election or

FORM No. 9.

Notice to board of school inspectors of consent to consolidation of school districts.

To the Township Clerk of.....Township:

SIR—At a meeting of the legally qualified voters of school district No....., township of....., held....., 19...., the question of disbanding the present organization of said district and uniting its territory with that of other school districts was submitted. resident taxpayers of the district were present. The result of the vote was as follows: Number of votes in favor of disbanding the district,; number of votes opposed to disbanding the district, You are therefore hereby notified that a majority of the resident taxpayers of said school district No....., of the township of....., has consented to the disbanding of said district and the consolidation of its territory with other districts and you are hereby requested to call a meeting of the board of school inspectors of..... township at the earliest possible date to dispose of the territory and property of said school district No., township of.....

Dated this.....day of....., 19....

(Signed.)

A..... B.....,
Director.

FORM No. 10.

Petition by resident taxpayers of the school district, giving consent to the disbanding of school district and consolidation of territory.

....., Michigan, 19....

To the Board of School Inspectors of.....Township, County of....., State of Michigan:

The undersigned, resident taxpayers of school district No....., in the township of....., do hereby give consent that the organization of said school district No....., township of....., shall be dissolved and that the territory of said school district No..... of the township of..... shall be (divided, or consolidated) with other school districts as in the judgment of the board of school inspectors may be deemed best.

(Signed.)

.....
.....
.....

FORM No. 11.

Bond to be given by the chairman of the board of school inspectors.

KNOW ALL MEN BY THESE PRESENTS: That we, A..... B....., the chairman of the board of school inspectors of the township of....., county of....., and State of Michigan, and C..... D....., and E..... F..... his [sureties] are held and firmly bound unto the said township, in the sum of [here insert the sum of double the amount to come into said chairman's hands, as nearly as the same can be ascertained] for the payment of which sum well and truly to be paid to the said township, we bind ourselves, our heirs, executors and administrators, jointly and severally, firmly by these presents,

The condition of this obligation is such that if A..... B....., the chairman of the board of school inspectors, shall faithfully appropriate all moneys that may come into his hands by virtue of his office, then this obligation shall be void; otherwise, of full force and virtue.

Sealed with our seals, and dated this.....day of....., 19....

A..... B....., [L. s.]

C..... D....., [L. s.]

E..... F..... [L. s.]

Signed, sealed and delivered in the presence of

I approve the within bond.

(Signed.)

G..... H.....

Township Clerk.

Justification of sureties in the foregoing bond.

C..... D..... and E..... F....., the sureties whose names are subscribed to the above bond, being duly sworn, each for himself, says that he is a resident in said township and is worth the sum specified in said bond over and above all his debts and liabilities, exclusive of property exempt from execution.

(Subscribed and sworn to.)

FORM No. 12.

Notice of annual meeting.

NOTICE—The annual meeting of school district No. of the township of....., for the election of school district officers and for the transaction of such other business as may lawfully come before it, will be held at....., on Monday, the..... day of July, 19...., at.....o'clock.....M.

Dated this.....day of....., 19....

(Signed.)

A..... B.....,

Director.

FORM No. 13.

Request to be made by five legal voters of a district to the district board for a special meeting.

To the District Board of School District No. (or to A..... B..... one of the District Board):

The undersigned, legal voters of school district No.....of the township of....., request you, in pursuance of the provisions of the general school laws, to call a special meeting of said district, for the purpose of.....

Dated this.....day of....., 19....

(Signed.)

C..... D.....

E..... F.....

G..... H.....

I..... K.....

L..... M.....

DEPARTMENT OF PUBLIC INSTRUCTION.

FORM No. 14.

Notice of special meeting.

NOTICE—A *special meeting* of the legal voters of school district No. in the township of, called on the written request of five legal voters [or called by the district board, as the case may be], will be held at, on the day of, 19...., at o'clock.... M., for the purpose of [here insert *every object* that is to be brought before the meeting.]

(Signed.)

A. B.

Director.

FORM No. 15.

Appointment of district officers by district boards.

The undersigned, members of the district board of school district No., township of, do hereby appoint A. B., [*director, moderator, or treasurer, as the case may be*] of said district to fill the vacancy created by the [removal, resignation, or death, etc.] of C. D., the late incumbent.

Dated this day of, 19....

E. F.

G. H.

FORM No. 16.

Acceptance of office by district officers, to be filed with the director.

I do hereby accept the office of in school district No. of the township of

Dated this day of, 19....

(Signed.)

A. B.

FORM No. 17.

Affidavit of district officers to accompany acceptance.

STATE OF MICHIGAN, }
COUNTY OF } ss.

....., being duly sworn, says that he has been elected to the office of in school district No. of the township of, that he is a legally qualified voter in school meetings of said district, that his name appears

on the assessment roll of.....township, and that he is the owner in his own right of the property so assessed.

Subscribed and sworn to before me, a....., this.....day of.....
....., A. D. 19....

My commission expires.....

FORM No. 18.

Treasurer's Bond.

[See Comp. Secs. 69, 194.]

KNOW ALL MEN BY THESE PRESENTS: That we, A..... B..... treasurer of school district No....., township of....., county of..... and State of Michigan, and.....

[his sureties], are each held firmly bound unto said district in amounts as follows: C..... D..... \$.....; E..... F..... \$.....; G..... H..... \$.....; I..... J..... \$....., etc., the total amount of the bond being..... [here insert double the amount expected to come into the treasurer's hands] to be paid to said district; for the payment of which sums and sum well and truly to be paid, we bind ourselves, our heirs, executors, and administrators, jointly and severally, firmly by these presents.

The condition of the above obligation is such that if the said..... treasurer as aforesaid, shall faithfully discharge the duties of his office as treasurer of said school district, and shall well and truly pay over to the person or persons, entitled thereto, upon the proper order therefor, all sums of money which shall come into his hands as treasurer of said district, and shall, at the expiration of his term of office, pay over to his successor in office all moneys remaining in his hands as treasurer aforesaid, and shall deliver to his successor all books and papers appertaining to his said office, then this obligation shall be void, otherwise of full force and virtue.

Sealed with our seals and dated this.....day of....., 19....

A..... B....., [L. s.]
C..... D....., [L. s.]
E..... F....., [L. s.]
G..... H....., [L. s.]

Signed, sealed and delivered in presence of

We approve the within bond.

(Signed.)

K..... L....., *Moderator.*
M..... N....., *Director.*

Justification of Sureties on the foregoing Bond.

C..... D..... and E..... F..... and G..... H..... and I..... J....., the sureties, whose names are subscribed to the above bond, being duly sworn, each for himself, says that he is a resident in said county and is worth the sum specified after his name in said bond, over and above all his debts and liabilities, exclusive of property exempt from execution.

Subscribed and sworn to before me, a..... in and for said county, this day A. D. 19....

DEPARTMENT OF PUBLIC INSTRUCTION.

FORM NO. 19.

Order upon the treasurer for moneys to be disbursed by him, with receipt attached.

Treasurer of School District No., Township of.....:

SIR—Pay to.....the sum of.....dollars out of any moneys in your hands belonging to the [here insert name of fund on which order is drawn, as "teachers' wages," building, etc.] fund, on account of [here state the object for which the order was drawn.]

Dated this.....day of....., 19....

A..... B.....,
Director.

[Countersigned]

C..... D....., Moderator.

Received of E..... F....., treasurer of school district No., the amount specified in the above order.

G..... H.....

FORM NO. 20.

Warrant upon township treasurer for moneys belonging to school district.

Treasurer of the Township of.....:

SIR—Pay to A..... B....., treasurer of school district No. in said township, the sum of.....dollars, out of [here insert the particular fund], in your hands belonging to said district.

Dated at.....this.....day of....., 19....

C..... D.....,
Director.

[Countersigned]

E..... F....., Moderator.

FORM NO. 21.

Notice to township clerk of the establishment of school district library.

To the Township Clerk of.....Township:

SIR—You are hereby notified that school district No..... of the township of at the annual meeting held on the.....day of..... 19...., by a two-thirds vote, voted to establish a district library under the provisions of section 4757 of the Compiled Laws. You are hereby requested to apportion to said school district its just proportion of any books now in the township library of..... township according to the number of children in this district.

(Signed.)

A..... B.....,
Director.

FORM No. 22.

Notice to township clerk of taxes voted by school district.

To the Clerk of the Township of....., County of.....:

SIR—You are hereby notified that at the (annual or special) meeting of legally qualified voters of school district No., township of, the following taxes were voted to be spread upon the property of the district for the ensuing year under the provisions of section 4665 of the Compiled Laws of 1897:

For school sites.....	\$.....
For building schoolhouse.....
For repairs.....
For necessary appendages.....
For library.....
For indebtedness.....
For services of district officers.....
For transportation of pupils.....

Said amounts you will report to the supervisor to be assessed upon the taxable property of said district in accordance with the provisions of law.

Dated at....., this.....day of....., 190....

A.....	B....., <i>Director.</i>
C.....	D....., <i>Moderator.</i>
E.....	F....., <i>Treasurer.</i>

FORM No. 23.

*Notice to township clerk of taxes voted by district board under the provisions of section 4674
Compiled Laws 1897.*

To the Clerk of the Township of....., County of.....:

SIR—You are hereby notified that the district board of school district No....., township of....., at a meeting of said board held on the..... day of....., 190...., estimated and voted taxes for teachers' wages, incidental expenses, and deficiencies, to be levied upon the property of said school district for the ensuing year as follows:

Teachers' wages.....	\$.....
Incidental expenses.....
Deficiencies.....
Flag and flag staff.....
Free text-books.....

Said amounts you will report to the supervisor to be assessed upon the taxable property of said district in accordance with the provisions of law.

Dated at....., this.....day of....., 19....

A.....	B....., <i>Director.</i>
C.....	D....., <i>Moderator.</i>
E.....	F....., <i>Treasurer.</i>

FORM No. 24.

Warrant on the township treasurer for library moneys.

To the Treasurer of the Township of....., County of.....:

SIR—Pay to....., chairman of the board of school inspectors, the sum of dollars, from the library moneys in your hands or to come into your hands, the same being for the support of the library of said township.

Dated this.....day of....., 19....

A..... B.....,
C..... D.....,
E..... F.....,
Township Board of School Inspectors.

REMARK.—In case district libraries are established in a township the library moneys due such districts are payable on the order of the district officer. (See form No. 20.)

FORM No. 25.

Notice by the township treasurer to the township clerk of moneys to be apportioned to districts.

To the Clerk of the Township of....., County of.....:

SIR—I have now in my hands for apportionment to the several school districts of this township the following moneys.

Primary school interest fund.....	\$.....
Library moneys received from county treasurer.....
One-mill tax.....
Surplus dog tax.....
District taxes.....
Special funds.....

Dated this.....day of....., 19....

A..... B.....,
Township Treasurer.

FORM No. 26.

Notice by the township clerk to the township treasurer, of the apportionment of moneys to districts.

To the Treasurer of the Township of....., County of.....:

SIR—Herewith find a statement of the number of children of school age in each school district of this township, entitled to draw public moneys, and the amount of moneys apportioned to each of said districts:

Districts.	No. of children in district.	Primary school interest fund.	Library moneys.	One-mill tax.	Surplus dog tax.	District taxes.	Special funds.	Total to each district.
District No. 1.....		\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
District No. 2, frl.....								
.....								
.....								
Total.....		\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....

Dated this.....day of....., 19....

A..... B.....
Township Clerk.

FORM No. 27.

Notice by township clerk to directors, of moneys belonging to the districts.

A..... B....., Director School District No....., Township of.....:

SIR—The amount of school moneys apportioned to school district No....., township of....., is as follows:

Primary school interest fund..... \$.....
 Library moneys received from county treasurer.....
 One-mill tax.....
 Surplus dog tax.....
 District taxes:
 School site.....
 Building fund.....
 Repairs.....
 Appendages.....
 Library.....
 Salaries of officers.....
 Transportation.....
 Teachers' wages.....
 Incidentals.....
 Special funds (flag, free text-books).....

Total..... \$.....

Dated this.....day of....., 19....

A..... B.....
Township Clerk.

FORM No. 28.

Certificate by the township clerk to the supervisor, of district taxes to be assessed.
Supervisor of the Township of....., County of.....:
SIR—I hereby certify that the following is a correct statement of moneys proposed to be raised by taxation for school purposes in each of the several school districts of this township, as the same appears from the reports of the district boards of the several districts now on file in my office:

Districts.	For teachers' wages.	For building purposes.	For repairs.	For paying indebtedness.	For library.	For apparatus.	For incidental expenses.	For	Total.
District No. 1.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Dist No. 2, fr'l.....									
.....									
.....									

Which amounts you will assess upon the taxable property of each of said districts in accordance with the provisions of law.
Dated this.....day of....., 19....
A....., Township Clerk.

FORM No. 29.

Deed to school district.

KNOW ALL MEN BY THESE PRESENTS: That A..... B....., of the township of....., county of..... and State of....., part... of the first part, for and in consideration of the sum of..... dollars, to..... paid by the district board of school district No., of the township of....., county of....., and State of Michigan, the receipt whereof is hereby acknowledged, do.. hereby grant, bargain, sell, and convey to school district No..... aforesaid, the party of the second part, and their assigns forever, the following described parcel of land namely [here insert description]; together with all the privileges and appurtenances thereunto belonging, to have and to hold the same to the said party of the second part and their assigns forever. And the said part.. of the first part for themselves, their heirs, executors, and administrators, do covenant, grant, bargain, and agree, to and with the said party of the second part and their assigns, that, at the time of the ensembling and delivery of these presents, they were well seized of the premises above conveyed, as of a good, sure, perfect, absolute, and indefeasible estate of inheritance in the law, in fee simple, and that the said lands and premises are free from all encumbrances, whatever; and that the above bargained premises, in the quiet and peaceable possession of the said party of the second part and their assigns, against all and every person or persons lawfully claiming or to claim the whole or any part thereof, they will forever warrant and defend.
In witness whereof, the said A..... B....., and part... of the first part, have hereunto set their hands and seals, this..... day of..... 19....

A..... B....., [SEAL]
C..... D....., [SEAL]

Signed, sealed, and delivered in presence of
E..... F.....,
G..... H.....

STATE OF..... }
County of..... } ss.

On this..... day of....., in the year one thousand nine hundred and....., before me, I..... K....., a....., in and for said county, personally appeared..... and....., to me known to be the same persons described in and who executed the within instrument, who severally acknowledged the same to be their free act and deed.

I..... K.....,
.....

FORM No. 30.

Lease to school district.

KNOW ALL MEN BY THESE PRESENTS: That A..... B....., of the township of....., county of....., and State of....., of the first part, for the consideration herein mentioned, does hereby lease unto school district No....., in the township of....., county of....., and State of Michigan, party of the second part, and their assigns, the following parcel of land, to wit: [Here insert description] With all the privileges and appurtenances thereto belonging; to have and to hold the same for and during the term of..... years from the..... day of....., 19.... And the said party of the second part, for themselves and their assigns, do covenant and agree to pay the said party of the first part, for the said premises, the annual rent of..... dollars.

In testimony whereof, the said parties have hereunto set their hands and seals this..... day of....., 19....

A..... B....., [SEAL]
Lessor.
C..... D.....,
E..... F....., [SEAL]
G..... H.....,

Board of School District No..... of the Aforesaid Township.

Signed and sealed in the presence of

I..... K.....
L..... M.....

FORM No. 31.

Contract for building a schoolhouse.

Contract made and entered into between A..... B....., of the township of....., in the county of....., and State of Michigan, and C..... D....., E..... F....., and G..... H....., composing the district board of school district No..... of the township of....., in the county of....., and State of Michigan, and their successors in office.

In consideration of the sum of one dollar in hand paid, the receipt whereof is hereby acknowledged, and of the further sum of..... dollars, to be paid as herein-after specified, the said A..... B..... hereby agrees to build a..... schoolhouse, and to furnish the material therefor, according to the plans and specifications for the erection of said house hereto appended, and at such point in said district as said district board may designate. The said house is to be built of the best material in a substantial, workmanlike manner, and is to be completed and delivered to the said district board or their successors in office, free from any lien for work done or material tax-

